

**MERIT STAFFING  
VACANCY ANNOUNCEMENT**

**U.S. DEPARTMENT OF LABOR  
An Equal Opportunity Employer**

<b>Position:</b> Information Technology Specialist  <b>Series/Grade:</b> GS-2210-13	<b>Announcement No:</b> ETA-03-025
	<b>Opening Date:</b> 02/19/03
	<b>Closing Date:</b> 02/28/03
<b>Salary Range:</b> \$68,283 - \$88,770 (includes locality pay)	<b>Number of Vacancies:</b> One
	<b>Bargaining Unit:</b> Inside
<b>Organizational/Geographic Location:</b>  Employment & Training Administration Office of Workforce Security Division of Data and Systems Support Information Systems and Software Development Team	<b>Promotion Potential:</b> No
	<b>Civil Service Status Required:</b> Yes
	<b>Temporary Position:</b> No
	<b>Part-time Position:</b> No
<b>Duty Station:</b> Washington, DC	<b>Area of Consideration:</b> DOL Status Candidates, Washington Metropolitan Area

Detailed application instructions and an on-line application form are available on the Employment and Training Administration, Office of Human Resources web site at URL: <http://doleta.wdsc.org/jobs>.

<b>Position Duties and Responsibilities:</b>
<p>This position is located in the Employment and Training Administration (ETA), Office of Workforce Security (OWS), Division of Data and Systems Support (DDSS), Information Systems and Software Development Team. DDSS provides leadership in developing and implementing information technology (IT) strategy, policy and systems for OWS operations in States, Regional Offices, and the National Office. The Division works closely with the ETA Office of Technology (OT) to ensure ETA IT plans and policies are consistent with the OWS IT needs. The Division supports the various activities required to manage the country's workforce security system through technology. The incumbent's primary responsibilities includes the following:</p> <ul style="list-style-type: none"> <li>• Provides administrative oversight of technical operations associated with the OWS IT related contracts.</li> <li>• Provides technical oversight of systems design, development, implementation, general day-to-day administration and operations of the OWS websites.</li> <li>• Plans, coordinates and implements system upgrades of hardware, operating systems, general computer security initiatives for OWS servers, including drafting of policy and directives related to these areas.</li> <li>• Provides technical assistance to the National Office, the Regional Office and SWAs in areas relating to desktop support, systems administration and operations.</li> <li>• Participates on cross-cutting issues which involve other Divisions, organizations, and stakeholders.</li> <li>• Monitors contractor performance on projects and conducts analysis and prepares reports related to the status and progress of tasks.</li> <li>• Coordinates a variety of projects to analyze and perform work necessary to plan, design, develop, document, procure, test, implement, integrate, maintain or modify major information technology systems.</li> </ul>

**Qualification Requirements: (Applicants must meet qualification, legal, and regulatory requirements for the position by closing date of this vacancy announcement.)**

**Applicants must have one year of specialized experience equivalent to the GS-12 grade level in the Federal service. Specialized experience is experience in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Applicants must meet time-in-grade requirement.**

#### CONDITIONS OF EMPLOYMENT

The following statements apply if checked:

<input type="checkbox"/> Requires a security clearance	<input type="checkbox"/> Subject to frequent overtime
<input type="checkbox"/> Requires a medical examination	<input type="checkbox"/> Subject to frequent travel
<input type="checkbox"/> Subject to financial disclosure requirements	<input type="checkbox"/> Requires a valid drivers license
<input type="checkbox"/> Requires a supervisory/managerial probationary period if the requirement has not been met	<input type="checkbox"/> Subject to geographic mobility
	<input type="checkbox"/> Subject to drug test prior to appointment

#### METHOD OF EVALUATION

Applicants meeting the minimum qualification requirements for this position may be further evaluated against other job related factors to determine who will be referred to the selecting official. The rating and ranking of candidates to determine the best qualified will be accomplished by comparing the candidate's knowledge, skills and abilities against those of other eligible candidates for each of the evaluation factors. The most important factors will be designated by the letter (H), indicating high. These factors are essential to the successful performance of the duties of the position. The candidate's experience, training, awards and performance appraisal will be considered in the evaluation process. It is the responsibility of the applicant to provide all of the information needed by the closing date of this announcement. Current and/or past supervisors may be contacted unless specified otherwise. Applicants may be interviewed by a panel and/or the selecting official or his/her designee.

**IT IS HIGHLY RECOMMENDED THAT ALL APPLICANTS ADDRESS EACH OF THE EVALUATION FACTOR LISTED BELOW.**

**EVALUATION FACTORS: Factors designated (H) are rated high.**

1. Demonstrated experience with a wide range of computer systems, webserver architecture, maintenance, and operations. **(H)**
2. Experience with systems and applications software in order to plan, design, develop, document and implement a Web platform. **(H)**
3. Experience in formulating creative approaches and solutions to IT problems in order to evaluate relative merits of alternative technical solutions. **(H)**
4. Experience with troubleshooting system and network problems, general computer security and desktop support. **(H)**
5. Knowledge of contract management practices sufficient to administer and oversee information technology support activities.

You may submit an Optional Application for Federal Employment (OF-612), a resume **or** any other written format, including a Standard Form (SF) 171, you choose. Certain information is needed in order to evaluate your qualifications for the job, therefore, your application **must** contain the following information:

- Vacancy announcement number, title, series, grade for the job for which you are applying
- Full legal name and mailing address
- Daytime and evening telephone numbers
- For experiences most relevant to the position, include name of employer, dates of employment, job title, start and end dates, a description of your duties and responsibilities and hours worked per week for each job listed
- Title, series and grade and dates of highest Federal civilian position held
- For education, include name, city, and state of high school and colleges/universities attended as well as date of diploma or GED. Also include type and year of any degrees received and majors. If no degree, include total credits earned and indicate whether semester or quarter hours. Do not send transcripts unless checked below.
- To receive credit for relevant training, list seminar/course titles, dates, number of hours and name of the institutions from which training was received.
- Description of honors, awards, and special qualifications such as language skills, computer skills along with dates acquired, if relevant to position.
- If applying for reinstatement or transfer, attach a copy of the appropriate SF-50, Notification of Personnel Action, which confirms your status.

<p><b>The following material is required if checked:</b></p> <p><input checked="" type="checkbox"/> -- Most recent supervisory performance appraisal.</p> <p><input type="checkbox"/> -- College transcript, if qualifying on education.</p> <p><input checked="" type="checkbox"/> -- Copy of SF-50 to confirm status.</p>	<p><b><i>Mail your application to, or secure forms or information from:</i></b></p> <p>U.S. Department of Labor Employment and Training Administration Office of Human Resources 200 Constitution Avenue, NW, Room N-4656 Washington, DC 20210 <b>Attn: Fabiana Nevado</b> Commercial: (202) 693-3922 Fax: (202) 693-3734 TTY: (202) 693-3924</p>
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***An incomplete application package may result in your being considered ineligible.***

#### **ADDITIONAL INFORMATION TO APPLICANTS**

All qualified candidates will receive consideration for this position without regard to race, color, religion, sex, age, national origin, disability, political affiliation, labor organization affiliation, marital status, sexual orientation, or other non-merit factors.

The Department of Labor welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons.

- Use of postage paid government agency envelopes to file job applications is a violation of Federal law and regulation.
- If the position is announced with promotion potential, the incumbent may be promoted without further competition upon meeting all legal regulatory requirements. However, promotion is not guaranteed and no promise is implied.
- Travel and relocation costs will be paid for employees of the Department for promotion. Other moves are payable if relocation is determined to be in the best interest of the government.